



# Punjab Government Gazette

## EXTRAORDINARY

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### GOVERNMENT OF PUNJAB

#### DEPARTMENT OF WATER RESOURCES

#### NOTIFICATION

The 21st April, 2025

**No.17/10/2024-3IP3/167.-**

1.0 Department of Water Resources regularly undertakes large number of works under MGNREGA. A need has been felt by the Department to streamline various processes relating to sanction/approval and execution of the SOP of MGNREGA project. In this regard a Standard Operating Procedure (SOP) has been formulated vide order No. 02-05/moni/Drainage/PSWR/2024 dated: 20-02-2024.

2.0 To ensure time bound action by the various officers, both in the Department of Rural Development & Panchayats and the Department of Water Resources, the above said Standard Operating Procedure (Attached as Annexure-1) has been adopted by the Department after approval from the competent authority.

Sd/-

**KRISHAN KUMAR, IAS**

Principal Secretary Water Resources

## Annexure-1

**MGNERGA SOP**

<b>Work Description</b>	<b>Executing Department</b>	<b>Timeline</b>
Identification of Work	Water Resource Department (Executive Engineer)	$T_0$
Framing of estimate	Water Resource Department (Junior Engineer)	$T_0+7\text{Days}=T_1$
Technical sanction of estimate	Water Resource Department (Junior Engineer- Less than 1 Lacs Sub Divisional Officer- 1to 10Lacs Executive Engineer- 10 to 40 Lacs Superintendent Engineer- 40 Lacs to 75 Lacs Chief Engineer- Above 75 Lacs)	$T_1+2\text{Days}=T_2$
Checking and submission of file for approval to ADC/DC Office	District Coordinators	$T_2+1\text{ Day}=T_3$
Checking of estimate and issue sanction letter	ADC/DC Office	$T_3+5\text{ Days}=T_4$
Uploading of sanction letter	DNO	$T_4+1\text{ Day}=T_5$
Final approval by BDPO Office	BDPO Office	$T_5+1\text{ Day}=T_6$
Work Code Generation	BDPO Office (CA)	$T_6+1\text{ Day}=T_7$
Geo tagging of the work	Concerned GRS	$T_7+2\text{ Day}=T_8$
Muster roll Generation	BDPO Office (CA)	$T_8+1\text{ Day}=T_9$
Start date of work	Water Resource Department	$T_9$
<b>Total</b>		<b>21 Days</b>